

**DEPARTMENT OF THE TREASURY
FEDERAL LAW ENFORCEMENT TRAINING CENTER
GLYNCO, GEORGIA 31524**

FLETC DIRECTIVE (FD)

NUMBER: 67-11.A

Subject:

DATE: 06-26-90

Sunset Review:

REPORTING OFFICIAL TIME USED FOR LABOR
RELATIONS ACTIVITIES

1. PURPOSE. To establish the requirement and outline the procedures for recording all official time used for labor relations activities by management personnel, union officials, and bargaining unit employees at the Federal Laws Enforcement Training Center (FLETC).
2. SCOPE. This directive applies to all management officials who approve the use of official time for labor relations activities by union officials.
3. CANCELLATION. This directive cancels FD 67-11.A, Reporting Official Time Used for Labor Relations Activities, dated December 15, 1983.
4. REFERENCE.
 - a. Part 711, Title 5, Code of Federal Regulations.
 - b. Federal Personnel Manual Letter 711-61 dated July 31, 1981.
 - c. Agreement between the Federal Law Enforcement training Center and the American Federation of Government Employees, Local 2002, effective April 21, 1988.
5. DEFINITIONS.
 - a. Labor Relations Activities. Those authorized activities undertaken by union officials and bargaining unit employees pursuant to Article V of the FLETC's collective bargaining agreement with AFGE Local 2002.
6. DISCUSSION. Through issuances by the Office of Personnel Management and the Department of the Treasury, the FLETC is required to record and report official time used for labor relations purposes. The documentation of official time is to be arranged by specific categorization. The categories are: (1) Negotiations; (2) On-going Labor-Management Relationship (e.g. labor/management committees, Federal Labor Relations Authority (FLRA) proceedings); (3) Grievances and Appeals; and (4) Other (specify).

To facilitate the prompt and accurate recording of official time used for labor relations activities, the FLETC has developed a form (FTC-PER-49, Official Time and Function Report Labor Management Relations Activities) for recording the data (Attachment 1). It is important to note that this record keeping requirement should not be construed as the basis for approving requests for use of official time by union officials or bargaining unit employees. The basis for approving requests for official time is set forth in Article V of the FLETC's labor relations contract with AFGE Local 2002.

7. RESPONSIBILITIES. The immediate supervisor is responsible for completing the official time report form whenever union officials or bargaining unit employees use official time for labor relations activities in accordance with Article V of the FLETC's collective bargaining agreement with AFGE Local 2002. The completed official time use report forms will be forwarded to the Personnel Division within 24 hours of completion.

8. SUPPLY OF FORM. Copies of form FTC-PER-49 may be obtained from the Personnel Division.

9. OFFICE OF PRIMARY INTEREST. Personnel Division, Office of Administration.

Charles F. Rinkevich
Director